

Note for Moore, Edna

From: Gross, Deane
Date: Wed, Nov 8, 1995 6:01 PM
Subject: Dept Training
To: Moore, Edna; Sampson, Steve
Cc: Broeman, Ina

Pls provide info for your groups on any training done recently or planned in the near term. (Include LDP or any on-going programs in addition to short term classes or seminars.) Ina needs this for her presentations next week, so pls provide NLT Monday.

FYI: We are scheduling mandatory writing training in February the weeks of 2/12 and 2/26. Will advise who's scheduled when. When we have the attendance breakdown, pls enforce participation by your people!

Thx!

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